

Application for City of Frankfort Business License

Instructions:

1. If your business is located inside Franklin County, submit this application along with the \$35.00 Business License Fee
2. All out of town Itinerant Businessmen and Contractors please submit this application along with a \$60.00 payment for the Business License Fee and Regulatory License Fee.
3. Withhold 1.75% of gross salary per pay period per applicable employee.
4. File a Quarterly Return with City of Frankfort Government. (Quarterly returns are mailed to you prior to the end of each quarter.)

Note: Non-Profit organizations are not required to pay the initial \$35, however, the organization must withhold 1.75% withholding tax on applicable employees.

All questions must be answered completely. Please type or print.

1. Business Name or Applicants Name _____ Telephone (____) _____
Facsimile (____) _____
2. Business Address _____ Ste # _____
Street City State Zip Code
3. Mailing Address _____
Street City State Zip Code
4. Address where work will be performed _____ Telephone (____) _____
5. Social Security Number _____ Federal ID _____
6. Drivers License Number of Applicant _____
7. Type of Business _____
8. Date Work is to begin in the City of Frankfort _____
9. Will you have Employees? Yes _____ No _____ If Yes How Many? _____
10. What type of tax year do you operate? Calendar (Jan. 1st-Dec.31st) _____
Fiscal Year _____ Give Dates _____
11. Check Ownership Type: _____ Sole Proprietor _____ Partnership _____ Corporation
_____ Non Profit _____ Other _____
12. Name of Owners _____ Phone No (____) _____
_____ Phone No (____) _____
_____ Phone No (____) _____
13. If a Corporation, list officers _____ Phone No (____) _____
and Titles: (or Partnership) _____ Phone No (____) _____
14. Contact Person for Tax Info. _____ Phone No (____) _____
15. _____
Signature of Applicant Title Date

Make Check Payable To: City of Frankfort, License Fee Division	Fax No. (502) 875-8502
Mail Application and Check to: City of Frankfort License Fee Division P.O. Box 697 Frankfort, KY 40602	If you have any questions please call (502) 875-8504 Business Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

FOR OFFICIAL USE ONLY

Account #	License #	Date
Fee	Ent. Type	
Number of Employees	Fiscal Year End	